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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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08/01/05  
Revised

**TITLE:** **EVIDENCE TECHNICIAN**  
**SENIOR EVIDENCE TECHNICIAN**

**DEFINITION**

Under close to general supervision, to perform technical crime scene investigation duties; to identify, collect, preserve, photograph, and compare fingerprints and other physical evidence at crime scenes; to photograph, develop, print, enlarge, and reduce photographs; and to do other related work as required.

**DISTINGUISHING CHARACTERISTICS**

Evidence Technician: This is the entry level training class within the evidence technician series in which incumbents learn to identify, photograph, collect, and preserve physical evidence at crime scenes for laboratory analysis. This class is distinguished from the Senior Evidence Technician by the performance of the more routine or less complex tasks and duties assigned to positions within this series. Gathering, preserving, interpreting, and presenting crime scene evidence is done under close scrutiny of a supervisor and/or a full journey-level Senior Evidence Technician. Court testimony is limited to presentation of crime scene evidence. Incumbents may be promoted to the next level of Senior Evidence Technician upon satisfactory job performance and meeting the minimum qualifications.

Senior Evidence Technician: This is the full journey level class within the job series. Employees within this class are distinguished from the Evidence Technician by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This level is fully qualified to work in the field, independent of supervision, even on the most complex cases and is expected to give expert testimony in court. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

**REPORTS TO:** Supervising Evidence Technician

**SUPERVISION RECEIVED AND EXERCISED**

Evidence Technician: Receives close supervision from the Supervising Evidence Technician and may receive lead direction from a full journey-level Senior Evidence Technician.

Senior Evidence Technician: Receives general supervision from the Supervising Evidence Technician. May provide lead direction to lesser-experienced Evidence Technician employees, as assigned.

**EXAMPLES OF DUTIES**

Depending upon level and area of assignment, responsibilities and duties may include, but are not limited to, the following:

- Conduct crime scene investigations to recognize, search for, collect and preserve all types of evidence; interview witnesses as to location of evidence.
- Record or visualize physical or trace evidence using various photographic techniques and using a variety of photographic technologies.
- Collect, photograph, preserve, classify, compare and identify fingerprints, palmprints, and other types of body prints; evaluate latent prints for CAL-ID computer system.
- Preserve, compare and attempt to identify evidence such as blood, hair, fibers, cloth, wood, paint and glass fragments.

- Attend post mortem examinations; collect pathological samples and evidence for later clinical examination; photograph results of autopsy for criminal investigation and prepare photos for court presentation.
- Process hazardous and drug related material for fingerprints.
- Collect, photograph, preserve, identify and perform basic analysis of blood, ballistics, narcotics, tool marks and other types of physical evidence; perform physical match comparisons.
- Take various types of photographs of persons and objects including aerial photographs; develop prints; enlarge and mount color and black and white photographs.
- Examine and process post blast crime scenes.
- Operate and maintain computerized booking system and related components.
- Take and prepare physical impressions to attempt to connect evidence with suspects; prepare castings or moulages of tire impressions, foot impressions, hand impressions, tool and other type of impressions; analyze and prepare conclusions of evidence for use in court testimony.
- Operate a variety of cameras, video equipment, and computers in the collection and presentation of crime scene evidence.
- Perform general analysis of handwriting and document samples, as assigned.
- Prepare and maintain detailed reports and records; prepare in-depth reports and accompanying evidence for court presentation; reconstruct crime scenes.
- Serve as a recognized expert in court in the presentation and verification of collected evidence such as bloodstain interpretation, projectile trajectory, fingerprints, photography and diagramming.
- Serve as a lead worker in guiding and instructing less experienced personnel in various assigned duties of the position.

## **QUALIFICATIONS**

### Evidence Technician

#### **Knowledge of:**

- Basic techniques used in investigation, identification, collection, preservation and processing of physical evidence.
- Basic operation of photographic equipment, video cameras and micro computers.
- Basic darkroom procedures in the processing of black and white and color film.
- Operation of fingerprint, classification, and identification systems currently in use in law enforcement.
- Federal, state and local laws regulating the collection and preservation of evidence; rules of evidence.
- Police procedures; court testimony procedures and techniques.
- Crime scene report writing, English usage, spelling, grammar and punctuation.

#### **Ability to:**

- Learn collection, identification and comparison techniques of physical evidence at crime scenes.

- Learn to operate specialized equipment used in the collection, analysis and preservation of evidence.
- Learn to take, develop and print effective and useful crime scene photographs including aerial photographs; perform limited maintenance on photographic equipment and accessories.
- Learn to lift, classify, verify, compare and identify latent fingerprints according to established systems and procedures.
- Learn to operate camera and video equipment in the gathering and presentation of evidence.
- Learn the process necessary to accurately reconstruct a crime scene for use during courtroom testimony.
- Learn the skills necessary to present expert testimony; accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Learn to prepare and present thorough and accurate crime scene reports.
- Understand and carry out oral and written instructions.
- Process hazardous and drug related material for fingerprints.
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- Communicate effectively, orally and in writing.
- Establish and maintain accurate and complete files and records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer and related software.
- Maintain the confidentiality of privileged information.
- Demonstrate and maintain firearms proficiency as established by department policy.

#### Senior Evidence Technician

#### **Knowledge of:**

(In addition to the knowledge listed under Evidence Technician)

- Principles, practices and advanced techniques used in investigation, identification, collection, preservation and processing of physical evidence.
- Proper chain of evidence.
- Operation, use, characteristics, limitations and techniques of photographic equipment, printers and video cameras.
- Operation, use and techniques of computerized systems as they pertain to photographic imaging, booking systems and crime scene reconstruction.
- Advanced darkroom methods and procedures in the processing of black and white and color film.
- Use of alternate light sources (laser).
- Latent print comparison and criminal analysis procedures.

#### **Ability to:**

(In addition to the abilities listed under Evidence Technician)

- Exercise independent judgement and work with a minimum of supervision.
- Coordinate, interpret and draw logical conclusions from information obtained from a variety of sources.
- Collect, identify and compare physical evidence at crime scenes.
- Operate specialized equipment used in the collection, analysis and preservation of evidence.
- Take, develop and print effective and useful crime scene photographs; perform limited maintenance on photographic equipment and accessories.
- Lift, classify, verify, compare and identify latent fingerprints according to established systems and procedures.
- Operate camera and video equipment in the gathering and preservation of evidence.
- Reconstruct a crime scene for use during courtroom testimony.
- Serve as a recognized expert in court in the presentation and verification of collected evidence.
- Prepare and present thorough and accurate crime scene reports.
- Read, understand and apply difficult materials.
- Write clear, concise and comprehensive reports.

#### **Education and Experience:**

##### Evidence Technician

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade and the completion of 15 semester or 20 quarter units in criminology, administration of justice, police science, forensic photography, or a closely related field. (One year of additional qualifying experience may be substituted for the required education).

Experience: One year of experience in identification techniques, fingerprinting, or forensic photography; or in the receiving, cataloging, and maintaining custody of evidence in a law enforcement agency.

##### Senior Evidence Technician

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth and the completion of 30 semester or 45 quarter units from an accredited college or university in criminology, administration of justice, police science, forensic photography, or a closely related field. (Two years of additional qualifying experience may be substituted for the required education).

Experience: Two years of experience equivalent to an Evidence Technician at the City of Riverside performing duties including the collecting, preserving, and photographing of physical evidence at crime scenes including classification and comparison of fingerprint evidence.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Must be willing to work weekends, holidays, nights, and rotating shifts, and be subject to call back as required.

Must be able to pass an intensive police background investigation.

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Evidence Technician

**TO:** Senior Evidence Technician

**TO:** Supervising Evidence Technician